



### MEETING EVALUATION FORM

Rate each of the following statements, regarding your success at planning and implementing a meeting.

Statement	Rating				
1. The purpose of the meeting was clearly communicated to the participants	1 Not Clear	2	3 Somewhat Clear	4	5 Very Clear
2. The outcomes for the meeting were clearly communicated to the participants	1 Not Clear	2	3 Somewhat Clear	4	5 Very Clear
3. The process was relevant to the issues and problems to be discussed	1 Not relevant	2	3 Somewhat relevant	4	5 Very relevant
4. Ground rules were established or reviewed at the start of the meeting	1 No	2	3 Somewhat	4	5 Yes
5. Discussion focused on the topic at hand	1 No	2	3 Most of the time	4	5 Yes
6. The pace of the meeting was appropriate	1 No	2	3 Most of the time	4	5 Yes
7. Participants were encouraged to express their perspective	1 No	2	3 Most of the time	4	5 Yes
8. Group dynamics were respectfully managed	1 No	2	3 Somewhat	4	5 Yes
9. Action items were assigned appropriately	1 No	2	3 Somewhat	4	5 Yes

Ways to improve my role as a facilitator: